Maryland

GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH, AND VICTIM SERVICES

**FY 2024 Community Partnership Agreement
Notice of Funding Availability (NOFA)**

Online Submission Deadline: March 24, 2023 at 3 P.M.

Funded by:
State of Maryland

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
410-697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Kunle Adeyemo, Esq., Executive Director

ELIGIBILITY
Funding through this application is available to Local Management Boards.

IMPORTANT LINKS
Application Instructions

Grant Management System (GMS)
GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for funding for a Community Partnership Agreement (CPA) from the Children's Cabinet as administered by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) in accordance with [Md. Human Services Code Ann. §8-508](). The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to children, youth, and families with a focus on increasing childhood well-being and with intentional efforts to address childhood trauma and Adverse Childhood Experiences (ACEs), address racial and ethnic disparities, and promote research-informed practices.

If you need application assistance, please contact:

Christina Drushel Willams, Chief of Community Initiatives
christina.drushel@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey]().

Table of Contents

I.   ELIGIBILITY CRITERIA

A.   Entities designated as the Local Management Board (LMB) by a local jurisdiction in accordance with [Md. Human Services Code Ann. §8-301](#) are eligible to apply.

II.   PROGRAM DESCRIPTION

A.   Requiring Agency
Governor's Office of Crime Prevention, Youth, and Victim Services (Office), on behalf of the Children's Cabinet.

B.   Opportunity Title
FY24 Community Partnership Agreement (CPA)

C.   Submission Date
March 24, 2023

D.   Anticipated Period of Performance
July 1, 2023 to June 30, 2024

E.   Funding Opportunity Description
Local Management Boards (Boards) were established in the 1990s as part of a State/local collaboration committed to improving the well-being of Maryland's children, youth, and families. The Boards were created to promote improved, coordinated local decision-making that focuses on results and accountability. The premise was, and continues to be, that health, education, economic, and social outcomes are more likely to be improved if decisions about programs and strategies are made by local jurisdictions with the funding, support, guidelines, and accountability managed by the State.

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan. The plan includes strategies to improve outcomes for one or more of the State's Child Well-Being Results[1]:
- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children are Successful in School
- Youth will Complete School
- Youth have Opportunities for Employment or Career Readiness
- Communities are Safe for Children, Youth and Families
- Families are Economically Stable

The Office anticipates the availability of funding at least equal to the total FY23 allocation of $20,280,335 to address the State's Child Well-Being Results (above). All funding is contingent upon the final approval of the Children's Cabinet Interagency Fund budget during the 2023 legislative session of the Maryland General Assembly.

The Children's Cabinet has adopted three overall themes that support its collective work as supported by this NOFA: Racial and Ethnic Disparities (R/ED); Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs); and research-based practices. These themes or "lenses" should be incorporated into the

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[1] For more information on the Results and Indicators, please see [Governor's Office of Crime Prevention, Youth, and Victim Services](#).

Local Management Board's community planning and need assessment processes; program/strategy development, implementation, and evaluation; and capacity building activities.

1. **Racial and Ethnic Disparities (R/ED)** - Local Management Boards should incorporate intentional efforts to address racial and ethnic disparities, including:
   a. Creating and/or enhancing the collection of demographic-specific data to monitor progress and outcomes for program participants, and identify trends and challenges that prevent participants from successfully obtaining services and reaching goals;
   b. Providing leadership and staff with training and technical assistance opportunities on R/ED related topics such as Racial and Ethnic Disparities in the youth justice system, Implicit Bias/Unintentional racial bias, Cultural Competency and/or Responsiveness, Adverse Childhood Experiences, Trauma-Informed care and approaches, other opportunities to improve awareness and abilities to serve targeted populations;
   c. Examining and reviewing policies and procedures with intentions of identifying objective eligibility requirements, criteria, guidelines, and internal processes that potentially impact youth of color and disadvantaged populations from enrolling into and successfully completing the program;
   d. Providing access to family-connected and community-based services in youths' home and community, especially in jurisdictions that have disproportionately high rates of involvement of arrest and referrals to court/DJS intake. Examples of such programming include the following: youth diversion, mentoring, family/youth empowerment, economic mobility, maternal/parental and infant engagement, restorative justice, and other prevention-centered opportunities;
   e. Joining or establishing a local committee within your jurisdiction and targeted service areas that works to address issues of R/ED within the schools and community levels; and
   f. Incorporating the experiences of system-involved youth and families into your current and future planning efforts to gain their perspective on serving this population and enhance your service delivery.
2. **Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs)** - Local Management Boards should incorporate intentional efforts to address ACEs and TIPs, including:
   a. Increasing awareness of ACEs and TIPs among State- and community-level prevention professionals;
   b. Emphasizing the relevance of ACEs and TIPs to behavioral health disciplines;
   c. Engaging prevention planning efforts that include ACEs and TIPs among the primary risk and protective factors;
   d. Joining or establishing a local committee within your jurisdiction and targeted service areas that works to address ACEs and TIPs within the schools and community levels;
   e. Incorporating the experiences of system-involved youth and families into your current and future planning efforts to gain their perspective on serving this population and enhance your service delivery; and are
   f. Designed to address ACEs and TIPs, including efforts focusing on reducing intergenerational transmission of ACEs and trauma.
3. **Research-Based Practices** - It is strongly preferred that programs/strategies proposed for FY24 implement a continuum of clinically researched practices that have some demonstrated success with youth to include promising practices, best practices, and evidence-based practices. For example, if proposing to fund a home visiting program to address the Low Birth Weight Indicator, the program could employ the Healthy Families America model or some other as applicable.

ALL FUNDING IS CONTINGENT UPON THE FINAL APPROVAL OF THE CHILDREN'S CABINET INTERAGENCY FUND BUDGET DURING MARYLAND'S 2023 LEGISLATIVE SESSION OF THE GENERAL ASSEMBLY.

FUNDING DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL OR RECONSIDERATION.

III. PROGRAM/STRATEGY REQUIREMENTS

A. Program/Strategy Priorities

For FY24, Local Management Boards should focus on the following Children's Cabinet priorities. The priorities listed below define the populations for which programs/strategies may be proposed. The target population(s) for each proposed program/strategy should be defined to include participants from one or more of the priority populations as follows.

1. Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities

Incarceration affects Maryland's communities at vastly different rates and there is no jurisdiction immune to its consequences. Average family income decreases by more than 22% during a parent's incarceration, and the parent's earnings also decrease following their release[2]. Children of incarcerated parents are more likely to become homeless or enter foster care.

In the U.S., "children of incarcerated parents are an extremely vulnerable group, and much more likely to have behavioral problems and physical and mental health conditions than their peers, reports Kristin Turney, a University of California-Irvine sociologist[3]." She notes:

> *"We know that poor people and racial minorities are incarcerated at higher rates than the rest of the population," she says. "Incarceration is likely compounding the disadvantages their children face, setting them further behind, and contributing to racial and social class inequalities in children's health.[4]"*

Programs/strategies may address one or more of the Child Well-Being Results and will generally focus on interventions that promote family stability, maintain familial connections, support reunification, etc.

Applications to address this population will:
  a. Be based on a clear understanding of the local population affected by incarceration, including a discussion of the local data for this population;
  b. Incorporate the local partners necessary to ensure success in mitigating the effects of incarceration on children, youth, families, and the community;
  c. Consider best practices in program implementation; and,
  d. Demonstrate, through narrative discussion, a connection to local efforts to address reentry, justice reinvestment plans, or substance use (particularly opioid addiction) strategies, as applicable.

2. Reducing Youth Experiencing Homelessness

Local Management Boards are positioned to identify the drivers and effects of youth experiencing homelessness in their communities and ensure those youth are connected to appropriate services. Programs/strategies will generally address the Child Well-Being Result of "Families are Economically Stable" (but may address other Results, depending on local needs).and will include activities that address the complex and unique needs of the unaccompanied homeless youth population.

Applications to address this population will:
  a. Be based on a clear understanding of local unaccompanied homeless youth, including a

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[2] The Pew Charitable Trusts, 2010. *Collateral Costs: Incarceration's Effect on Economic Mobility*. Washington, DC: The Pew Charitable Trusts.
[3] https://www.prb.org/resources/parents-imprisonment-linked-to-childrens-health-behavioral-problems/
[4] Ibid.

discussion of the local data for this population;

    b.   Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the unaccompanied homeless youth population;

    c.   Consider best practices in program implementation; and,

    d.   Demonstrate, through narrative discussion, that links the program to local stakeholder groups/resources, the local Continuum of Care, other local homelessness planning efforts, etc., as applicable.

3. Improving Outcomes for Disconnected/Opportunity Youth

Disconnected youth are teenagers and young adults between the ages of 16 and 24 who are neither working nor in school. These youth are also referred to as "Opportunity Youth" because reconnecting them to work and school has a positive economic and civic impact. According to a recent report, Maryland ranks 27th in the Nation with 69,800 or 10.4% of youth disconnected.[5]

Programs/strategies will generally address either the "Youth Will Complete School" or "Youth Have Opportunities for Employment or Career Readiness" Child Well-Being Results (but may address other Results, depending on local needs) and will focus on reconnecting the out-of-school population to work or school or preventing youth from becoming disconnected in the future. Given the diverse nature of the population, effective strategies for improving outcomes must be based on local data, specific challenges, and particular needs.

Applications to address this population will:

    a.   Be based on a clear understanding of the local out-of-school and/or out-of-work youth population, including a discussion of the local data for this population;

    b.   Incorporate the local partners necessary to ensure successful reconnection to work and/or school;

    c.   Consider best practices in program implementation; and,

    d.   Demonstrate, through narrative discussion, connections to local Workforce Development Board programs, drop-out recovery efforts, or two generation strategies, as applicable.

4. Reducing Childhood Hunger

Beyond connecting children and their families to food assistance programs, the Office and the Children's Cabinet also recognize the importance of building sustainable strategies to reduce the incidence of hunger among Maryland's children.

Programs/strategies will generally address the Result of "Families are Economically Stable" (but may address other Results, depending on local needs) and will include activities that encourage family self-sufficiency and shift the focus to long-term impact. **Programs/strategies that include only immediate hunger-alleviating activities without family self-sufficiency approaches will not be funded.**

Applications to address this population will:

    a.   Be based on a clear understanding of the local population's food insecurity, including a discussion of the local data for this population;

    b.   Incorporate the local partners necessary to ensure long-term family self-sufficiency;

    c.   Consider best practices in program implementation; and,

    d.   Include activities that encourage family self-sufficiency and shift the focus to long-term impact.

5. Increasing Youth Justice Diversion

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[5] Lewis, Kristen. A Decade Undone: 2021 Update. New York: Measure of America, Social Science Research Council, 2021.

Boards may propose programs/strategies that create, expand, and/or enhance community-based programming to address local needs and gaps as identified by the Board's various planning and assessment activities.

This may include, but is not limited to youth justice diversion programs/strategies designed to divert youth from entering the youth justice system, including law enforcement-based diversion programs, restorative justice programs such as youth or teen courts, victim-offender mediation, and restorative circles. These diversion programs also include youth involved in school-based offenses. The goal is to reduce the number of youth entering the youth justice system and/or out of home placements by providing supportive services within the communities in which they reside.

Programs/strategies will address Results specific to local needs and the population to be served. For youth justice diversion programs, (if proposed) this is most likely the "Communities are Safe for Children, Youth and Families" Result, but may address other Results, depending on local needs.

Applications to address this population will:
    a. Work directly and collaborate with local partners, as appropriate to the program/strategy, who have a role in developing or enhancing community-based outreach and programming for youth.
    b. Include pro-social activities, connections to services and support for youth and families.
    c. Ensure the completion of risk and needs assessments to support care planning and link youth and families to appropriate community-based services providers.
    d. Develop, expand, and/or enhance outreach/community-based programming for youth.
        ● consider a focus on those at-risk of being recruited by gangs (even if the youth has not had previous law enforcement contact) by working with local partners to focus on communities with high gang membership and activity; and,
    e. Include objective indicators of success for youth referred to the diversion program to be compiled by the program administrator on an annual basis. Such measurements include, but are not limited to: school attendance, employment, whether the youth is living at home and additional law enforcement contact.

6. **Increasing Opportunities for Community-Based Programs and Services for Youth**
   Boards may propose programs/strategies that create, expand, and/or enhance community-based programming to address local needs and gaps as identified by the Board's various planning and assessment activities.

   Applications to address this population will:
    a. Work directly and collaborate with local partners, as appropriate to the program/strategy, who have a role in developing or enhancing community-based outreach and programming for youth.
    b. Include pro-social activities, connections to services and supports for youth and families;
    c. Develop, expand, and/or enhance outreach/community-based programming for youth and families.
    d. Include objective indicators of success for youth or families participating in the program to be compiled by the program administrator on an annual basis.

7. **Preventing Out-of-State Placements**
   Programs/strategies will generally address the "Communities are Safe for Children, Youth, and Families" Child Well-Being Result but may address other Results, depending on local needs.

   Applications to address this population will:
    a. Employ a multi-disciplinary approach utilizing State and non-State partners, such as the Local Care Team;

b. Document risk factors for out-of-State placement; and,
c. Create or maintain a plan to support children and families at-risk for out-of-State placement with attention to youth with multiple risk-factors (e.g. multiple disabilities [physical, mental, developmental, intellectual, learning, etc.], behavioral issues, substance use/abuse, education needs, juvenile justice involvement, foster care, etc.).

B. Programs/strategies may address any child well-being result and the corresponding Indicator as appropriate and will include activities that address the complex and unique needs of the identified priority population.

C. Successful applications to address prevention/early intervention for a population will:
1. Be based on a clear understanding of the local population, including a discussion of the data (including citations) for this population;
2. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the population;
3. Consider research-based practices (including promising, best, and evidence-based approaches) in program implementation; and,
4. Demonstrate a connection to local efforts for which the proposed program/strategy is complementary and not duplicative.

D. Because one program/strategy cannot meet all needs in the jurisdiction, Boards are strongly encouraged to adopt a "collective impact" approach[6], whereby the Board convenes a variety of partners to work together to provide programming, remove barriers, and support long-term goals, with each partner playing a distinct but complementary role.

E. If a Board intends to propose a program/strategy for funding that falls outside of the criteria herein, the Board may request a waiver under the following circumstances:
1. The program has been identified as a critical need in the community planning process;
2. No other similar service exists in the jurisdiction to meet the need; and,
3. The Board can demonstrate that the loss of service will have a significant negative impact on vulnerable children or families in the jurisdiction.

The waiver request should be submitted as a separate document with the NOFA application and include a discussion of the items noted above. In addition, the program/strategy should be included in the application.

F. Local Management Board Performance Measure Accountability Process
The Local Management Board Performance Measure Accountability Process approved December 16, 2020 shall be fully implemented for programs/strategies funded in FY24 as part of this award. Underperforming programs for which there is no data, and/or no remedy has been derived from the Board's technical assistance provided and application of the Process will not be funded in FY24.

G. Allocation
ALL FUNDING IS CONTINGENT UPON THE FINAL APPROVAL OF THE CHILDREN'S CABINET INTERAGENCY FUND BUDGET DURING MARYLAND'S 2023 LEGISLATIVE SESSION OF THE GENERAL ASSEMBLY.

Each jurisdiction will be eligible for a FY24 funding allocation equal to the Board's FY23 allocation. Funding for Board Administration may be adjusted within that FY24 funding allocation to **not exceed 30% of the jurisdiction's total FY24 allocation**. The FY24 allocation for each jurisdiction is identified in the chart, below, that does not include an award for the Local Care Team coordinator:

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[6] For more information on the "collective impact approach" go to https://collectiveimpactforum.org/ or https://ssir.org/articles/entry/collective_impact#

Jurisdiction	FY24 Allocation[7]
Allegany	$518,940
Anne Arundel	$1,391,832
Baltimore City	$3,275,466
Baltimore County	$1,566,378
Calvert	$400,383
Caroline	$631,775
Carroll	$575,348
Cecil	$591,413
Charles	$430,389
Dorchester	$485,992
Frederick	$441,353
Garrett	$594,591
Harford	$640,263
Howard	$502,403
Kent	$422,015
Montgomery	$1,712,433
Prince George's	$1,933,586
Queen Anne's	$375,961
St. Mary's	$450,451
Somerset	$323,784
Talbot	$527,553
Washington	$756,266
Wicomico	$857,229
Worcester	$874,531
TOTAL:	$20,280,335

H. Board Administration and Community Support
Beginning in FY23, the Children's Cabinet adopted the following definitions of Board Administration and Community Support as they relate to Local Management Boards.

"Board Administration" means the costs to support the administration of the LMB as an entity and its office. Examples include, but are not limited to, wages and benefits, rent and utilities, insurance, office supplies, transportation, etc." Expenses in this category support the individual LMB and are not attributable to a specific program/strategy.

"Community Support" means the costs to support the outward-facing work of the LMB. Examples include, but are not limited to, assessing community needs, community engagement activities (fees for staffing a table or display at a community event, etc.), events for community members and stakeholders, etc." Expenses in this category DO NOT support the operation of the LMB and are not attributable to a specific program/strategy.

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[7] The allocation listed does not include a FY24 award for the Local Care Team Coordinator.

For FY24, there is flexibility for the LMB to determine the funding from its total allocation to be allotted for both Board Administration and Community Support as applicable. For FY24, funding for **Board Administration may not exceed 30% of the Board's total allocation**. Community Support funding is not included in Board Administration and is not subject to a cap. Separate budget forms should be submitted for the Board Administration and Community Support requests. **See Appendix 1** for examples of Board Administration and Community Support expenses.

Funding requests for Board Administration expenses exceeding 30% of the total allocation will be considered on a case by case basis and should be explained in a separate waiver request that is submitted with the NOFA response and uploaded in the "Documents" section of GMS.

I. **Results-Based Accountability Framework and Performance Measures**
    The Results-Based Accountability framework[8], the foundation of the Children's Cabinet's work since the 1990s, allows the Office and the Boards to enhance the service delivery activities through the adoption of Results in planning and decision-making; and the use of performance measures to effectively track the impact of the programs and improve program performance. Results-Based Accountability focuses on two key types of accountability and language discipline:

Population Accountability Language	Population Accountability Questions
Result is a population condition of well-being for children, adults, families, and communities. *Example: Families are economically stable* Indicator is a measurement that helps to quantify the achievement or result. *Example: The percent of children under the age of 18 whose family income is equal to or below the federal poverty threshold.*	What are the quality of life conditions we want for the children, adults, and families who live in our community? 1. How can we measure these conditions? 2. How are we doing on the most important of these measures? 3. Who are the partners that have a role to play in doing better? 4. What works to do better, including no-cost and low-cost ideas? 5. What do we propose to do?
Performance Measure Language	**Performance Measure Questions**
Performance measures are measures that tell how well a program, agency, or services system is working and specifically whether the customers are better off.	1. How much did we do? *Examples: # of people served; # of activities* 2. How well did we do it? *Examples: % of tasks performed on time; attendance rates; % of customers who report being treated well; unit cost per service; % of standards met* 3. Is anyone better off? *Examples: # and % of change in skills, knowledge, attitude, opinion, behavior, or circumstance*

The Results-Based Accountability framework helps the Children's Cabinet, the Office, and the Boards move from ideas to action to ensure that our work and investments are making a real difference in the lives of Maryland's children, youth and families. The Office employs the framework and the data from the Scorecards to ensure that investments are effective and show the logical link between the desired Results, the Indicators of success, programs/strategies for achieving the desired Results, and performance measures for those programs/strategies.

How Much, How Well and Better Off performance measures are required for each funded program/strategy. Boards requesting Community Support funding for planning activities should provide up to three How Much

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[8] For information on the Results-Based Accountability framework, go to www.raguide.org or www.resultsaccountability.com, or access the online materials that are available through the Scorecard license provided to each Board.

performance measures for those planning activities identified in the application. Performance measures must be developed in accordance with the Results-Based Accountability framework. In addition, Boards are strongly encouraged to use the Results-Based Accountability framework as part of its planning process to develop a response to this Notice of Funding Availability. Boards that engage in activities specific to the framework, such as turn-the-curve exercises, will be best-positioned to develop a successful application that satisfies the Children's Cabinet requirements.

Technical assistance on performance measures is available during contracting either by request from the Board or as required by the Office.

Additional data for the Local Care Team and other programs/strategies may be requested as needed by the Children's Cabinet.

J. Required Performance Measures

Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities
1. Number and percent of participants who report increased resources and supportive services available during/post incarceration.
2. Number and percent of participants who report an improved attitude/outlook for communication. (*As Applicable*)
3. Number and percent of participants who report improved family stability. (*As Applicable)*
4. Number and percent of participants who report improved maintenance of familial connections. (*As Applicable*)
5. Number and percent of participants who report improved support in reunification. (*As Applicable*)

Reducing Youth Homelessness
1. Number and percent of participants who report improved housing stability.
2. Number and percent of participants provided with supportive services to obtain housing stability. (*How Well measure*)

Improving Outcomes for Disconnected/Opportunity Youth
1. Number and percent of participants not working or in school who report a new connection to work/school.
2. Number and percent of participants at-risk of disconnection who report maintaining the connection throughout program/service delivery.

Reducing Childhood Hunger
1. Number and percent of participants who report increase in self-sufficiency.
2. Number and percent of participants who report a reduction of food insecurity.

Increasing Youth Justice Diversion
1. Number and percent of participants served by alternatives to formal youth justice processing.
2. Number and percent of participants alternatively served by restorative justice practices / programs, such as youth or teen courts, victim-offender or school-based mediation, conflict resolution, and restorative circles.

Increasing Opportunities for Community-Based Programs and Services for Youth
1. Number and percent of participants successfully completing the program.
2. Number and percent of participants reporting increased knowledge or skill development as a result of the program.

Board Administration
1. Describe when the Board last participated in a community planning process, the timeline for future planning, and the steps that are being taken to prepare.
2. Describe how the Local Management Board utilizes organizational and policy assessment tools in assessing community needs, planning, and incorporating the Children's Cabinet overall themes of Adverse Childhood Experiences (ACEs), Trauma-Informed Practices (TIPs), and Racial and Ethnic

Disparities (R/ED)

3. Describe how the Board evaluates planning/program implementation and ongoing effectiveness of the Children's Cabinet funded programs and strategies, including, but not limited to monitoring of vendors for evidence of effectiveness and contract compliance.

4. Describe how the Board engages participation of individuals with lived experience (youth, parents/caregivers, and community members) including, but not limited to Board membership; program/strategy planning, implementation, evaluation; and outreach.

5. Provide an example of cooperation and collaboration between LMB staff, Board members, vendors, and other partners affiliated with the Children's Cabinet funded programs and strategies during the reporting period.

6. Please list any successes and/or emerging practices developed through Children's Cabinet funded programs and strategies.

7. Describe barriers/challenges to implementing programs and strategies. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance.

8. Number and percent of all LMB staff and Board members that have completed no less than introductory training (ex., Results Accountability 101) in Results Accountability (RA) as provided by a trained RA trainer in the last 3 years.

9. Number and percentage of LMB staff and Board members that completed Results Based Accountability certification.

Racial and Ethnic Disparities (R/ED)

1. Number and percent of staff and board members who reported an understanding of R/ED principles after participating in training and education opportunities. *(As Applicable)*

2. Number and percent of vendors who reported an understanding of R/ED principles after participating in training and education opportunities. *(As Applicable)*

3. Number and percent of community members who reported an understanding of R/ED principles after participating in training and education opportunities. *(As Applicable)*

Adverse Childhood Experiences (ACEs) and Trauma-Informed Practices (TIPs)

1. Number and percent of staff and board members who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. *(As Applicable)*

2. Number and percent of vendors who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. *(As Applicable)*

3. Number and percent of community members who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. *(As Applicable)*

Research-Based Practices

1. Number and percent of programs/strategies that employ one or more research-based practices (including promising practices, best practices, and evidence-based practices) listed on a national clearing house registry (eg. California Evidence-Based Clearinghouse for Child Welfare (CEBC), The National Institute for Justices Crime Solutions, Blueprints for Healthy Youth Development etc).

Community Support

1. Boards requesting funding for Community Support and planning activities should provide up to three How Much performance measures for those activities identified in the application.

Local Care Team

1. Number of unique referrals received by the LCT during the reporting period.

2. Number of unique referrals (as noted above) that resulted in one or more reviews by the LCT during the reporting period.

3. Please explain the major reasons why the LCT did not review all unique referrals. (eg. the referrals did not rise to the level of intensive needs, the family did not want to participate in the process, etc)

4. Number of outbound LCT outreach activities completed.

5. Number of inbound LCT cross-training and other activities completed.

6. Number of LCT meetings.
7. Number and percent of mandated LCT agencies that attend at least 75% of LCT meetings.
8. Number and percent of all LCT reviews (new, follow-up, and annual reviews) where the youth's parents (or legal guardians) attended.
9. Please describe youth engagement in the LCT process and whether that involvement is beneficial to the outcome of cases.

IV. APPLICATION PROCESS

Applicants are required to apply for funding using the Office's web-based GMS application, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on GRANTS, or going directly to the login screen using the web URL: https://grants.goccp.maryland.gov/.

In order to use the web-based application you must have a User ID.

If you have not previously applied using GMS, go to the web URL below to obtain instructions and the information required to obtain a User ID and password: http://goccp.maryland.gov/grants/requesting-access/.

The last day to request a User ID is March 17, 2022. If you have previously applied using GMS, use your existing User ID and password for this application.

If you have previously applied to the Office, but do not have your User ID, or are having technical issues with the system, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Christina Drushel Williams at christina.drushel@maryland.gov.

The online application must be submitted no later than 3:00 P.M. on Friday, March 24, 2022.

Processing of late applications is governed by the State of Maryland Policies and Procedures Manual for Local Management Boards' policy on Grant Application Deadlines and Late Application Submission effective July 1, 2019. This policy identifies circumstances in which the Children's Cabinet and/or the Office may consider applications submitted after the deadline. Local Management Board applicants should immediately contact the Office in the case of extenuating circumstances leading to a late submission.

Each Local Management Board may submit one (1) application for funding that includes the Board Administration, Community Support, and any number of programs/strategies/initiatives whose combined total does not exceed the maximum available identified on page 9.

A. Application Forms
A complete application consists of the following that is uploaded to the "Document" section of the GMS, using the templates provided by the Office and available online here:
1. A narrative document that includes one or more of the following:
   a. A New Program/Strategy/Initiative page for each program/strategy/initiative proposed for funding in FY24 (one page per program/strategy/initiative request);
   b. A Continuing Program/Strategy/Initiative page for each program/strategy/initiative proposed for funding in FY24 (one page per program/strategy/initiative request);
   c. A Community Support/Planning Activities page (one page per Community Support/Planning Activities request);
2. A proposed budget

One narrative document and one budget may be submitted by the Board.

B. Application Format

Please format the application as follows:
1. 8.5 x 11 sized pieces of paper with 1" margins;
2. Arial, 10-point black font:
3. Pages should be single-spaced

C. Board Administration

Funding requests for Board Administration expenses exceeding 30% of the total allocation will be considered on a case by case basis and should be explained in a separate waiver request that is submitted with the NOFA response and uploaded in the "Documents" section of GMS.

D. Community Support/Planning Activities

Boards requesting funding for Community Support/Planning Activities should include in its application a thorough description of the specific planning activities proposed and provide up to three How Much performance measures for those activities identified in the application.

E. Local Care Team Coordinator

a. The Board must either request Local Care Team coordinator funding for staff for FY24 or describe how the Local Care Team coordinator functions will be maintained in its respective jurisdiction (e.g. sharing a coordinator with another jurisdiction, supporting the position with another revenue source, etc.) without a separate award for the Local Care Team coordinator.

b. For FY24, in addition to funding for the Local Care Team coordinator, the Board may request an additional amount of **up to 5% of the salary expense** for administrative expenses for the coordinator and/or for administration of the Local Care Team (e.g. for a hotspot to facilitate parent participation in meetings, for HIPAA-compliant video conferencing, etc.).

c. Funding requests for administrative expenses exceeding 5% will be considered on a case by case basis and should be explained in a separate waiver request that is submitted with the NOFA response and uploaded in the "Documents" section of GMS.

D. Budget

a. Use the Budget Worksheet template provided to develop a proposed budget with a corresponding budget narrative for each proposed program/strategy/planning activity including Board Administration, Community Support, and Local Care Team coordinator funding.

b. Follow the instructions provided in the first tab of the Budget Worksheet template.

c. Enter the totals for each category in GMS as instructed.

d. The total funding requested (not including the LCT request) must equal the amount of the FY24 Allocation as noted on pages 9-10.

E. Letters of Support/Commitment

a. Letters of support/commitment should not be submitted. Instead, the Board should address the specific support/commitment required in its narrative, as applicable, rather than by submission of letters.

b. The Office may request letters of support/commitment as applicable if the narrative does not adequately address needed support/commitment.

V.   TRAINING/TECHNICAL ASSISTANCE

To help applicants prepare and submit applications that reflect the established guidelines and procedures, training is provided through training videos posted on the Office website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.

Please review the training videos prior to beginning the application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found here. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Technical assistance will be offered during the monthly meeting with Local Management Boards scheduled for **February 7, 2023 from 1-3 p.m**. The meeting will be conducted by videoconference. To join the meeting, cut and paste the link in your browser (preferred option): meet.google.com/zhb-mhjk-oqp, or join by phone by calling 941-216-6134 (PIN: 122 853 527#).

This session is limited to Board staff, Board members, and local government representatives working with the LMB. Consultants (including but not limited to grant writers, those assessing community needs, etc.) employed or contracted by the Board may attend as invited by the Board. Boards who wish to invite their consultant(s) must submit the consultant(s) name, email address, and affiliation to Christina Drushel Williams via email by **January 31, 2023**. Current or potential program/strategy vendors/consultants who may join the meeting will be asked to exit.

VI.   IMPORTANT DATES

Date	Action	Follow-Up/Location/Notes
January 6, 2023	*Issue Notice of Funding Availability*	● GovDelivery email to Local Management Board points of contact and Board members ● Posted to Office website. ● GMS
January 6 - April 7, 2023	*Training and Technical Assistance*	
February 7, 2023 1-3 p.m.	*Pre-Application Meeting* Office staff will provide an overview of the NOFA and the application process and will answer questions from Local Management Boards.	To join the meeting: meet.google.com/zhb-mhjk-oqp OR Join by phone by calling: 941-216-6134 PIN: 122 853 527#
March 24, 2023	*Applications Due* Boards submit applications in GMS no later than 3 p.m. EST.	

March 24 - April 14, 2023	*Applications Reviewed*	
By April 21, 2023	*Boards are notified of identified deficiencies that must be addressed to ensure recommendation for funding.*	
April 28, 2023	*Deadline for Board application cures*	
June 2023	*Letters of Intent Sent*	Via GMS
July 1, 2023	*FY24 CPA Effective Date*	All FY24 grant activity begins for Boards that have received a notification of award. Community Partnership Agreement contracts will be developed with a 7/1/23 effective date for implementation of FY24 activities.

VII.   APPLICATION EVALUATION

A. Applications will be reviewed by staff from, but not limited to, the Office, representatives from Children's Cabinet Agencies, and other partners. Reviews will identify any deficiencies in the application that must be rectified before an application can be approved for FY24 funding.

VIII.   FUNDING SPECIFICATIONS

A. **Funding Cycle**
Commencement of Community Partnership Agreement awards for FY24 will begin on July 1, 2023 and end on June 30, 2024**.**

B. **Cost Principles**
1. See the [State of Manual Policies and Procedures Manual, Section IV, Subsection 50](#) for a discussion of applicable cost principles.
2. See the [State of Maryland Policies and Procedures Manual, Section V, Subsection 10](#) for a discussion of applicable restrictions, including unallowable costs.
3. Information contained in the links above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX.   DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The schedule for the distribution of awarded funds and reporting requirements are as noted in the [State of Maryland Policies and Procedures Manual for Local Management Boards, Section II, Subsection 70A](#). For further post-award instructions, read the General Conditions at: http://www.goccp.maryland.gov/grants/general-conditions.php.

A. **Electronic Funds Transfer (EFT)**
The Office and its fiscal agent STRONGLY encourage the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, see: https://marylandtaxes.gov/divisions/gad/eft-program.php

B. **Match**

There is no match required except for Youth Services Bureaus funded in accordance with Human Services Article, §9-233, Annotated Code of Maryland and Code of Maryland Regulations (COMAR) 16.17.01.

All non-Children's Cabinet Fund revenue that is paid/awarded/administered to/by the Local Management Board in support of a program/strategy/planning activity must be identified in the appropriate budget(s).

In-kind (non-cash) support must likewise be identified in the appropriate budget(s).

C. **Supplanting, Transparency, and Accountability**
A strong emphasis is placed on accountability and transparency. Boards must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

The Board should ensure that the funding from the Office and/or Children's Cabinet is not used for programs/strategies that could be provided by another organization or State agency. Funding from the Office and/or Children's Cabinet Interagency Funds are the funding source of last resort.

D. **Special Conditions/Restrictions**
Special conditions/restrictions may be imposed by the Office and/or the Children's Cabinet to address deficiencies identified in the application, to remedy issues that are raised during review, and/or concerns that cannot be satisfactorily addressed prior to the commencement of the grant period.

E. **Reports**
Local Management Boards are required to submit program and fiscal reports in a timely manner using the format and system provided by the Office in accordance with the State of Maryland Policies and Procedures Manual for Local Management Boards.

Appendix 1

LMB BOARD ADMINISTRATION and COMMUNITY SUPPORT EXAMPLES

Fiscal Year 2023

LMB:

DESCRIPTION	Generally Appropriate for Board Administraton (B)*	Generally Appropriate for Community Support (C)*	Notes and Examples
Budget for Board Administration/Community Support			
Personnel			
Salaries	☑	☐	Salaries and wages paid to exployees of the LMB organization.
Fringe Costs	☑	☐	Employment taxes and benefits paid for exployees of the LMB organization.
Operating Expenses			
Communications	☑	☐	Phone expenses
Postage	☑	☑	B - Stamps, etc. for routine LMB operations; C - Stamps, etc. for mailings related to specific community engagemet event
Utilities	☑	☐	Electricity, water, internet needed for the LMB office
Advertising	☑	☑	B - LMB-related ads placed in newspaper, online, etc.; C - Ads for specific community engagement activities
Office Supplies	☑	☑	B - Consumable items for LMB operations (paper, ink, pens, etc.); C - Consumable items for a specific community engagement event (binders for a training, flip charts, etc.)
Insurance	☑	☑	B - General liability, etc. for the LMB; C - One-day policy for a community-engagement event
Rent/Mortgage	☑	☑	B - For the LMB office space; C - Room rental fees for a community engagement event
Printing/Duplication	☑	☑	B - Duplication and copier expenses for the LMB; C - Printing programs for a specific community engagement event
Information System	☑	☐	Licenses for LMB use (e.g. Quickbook, Microsoft Office, etc.)
Vehicle Operating (other than Insurance)	☑	☐	Expenses to operate a vehicle owned or assigned to the LMB
Travel			
Business Travel	☑	☑	B - Expenses for LMB staff; C - Expenses for trainers or consultants to lead a community engagement event
Conferences/Conventions	☑	☐	Registration fees for LMB staff
Contractual Services			
Training	☑	☑	B - Expenses for LMB staff; C - Expenses for training to be prrovided to the community (e.g. Bridges Out of Poverty)
Consultant (other than Legal & Accounting/Auditing)	☑	☐	Expenses for Clear Impact training not provided by GOCPYVS, etc.
Legal	☑	☐	Consultation to the LMB
Accounting/Auditing	☑	☐	Services provided to the LMB
Equipment			
Office Equipment/Furniture	☑	☐	B - For LMB operations
Other			
Vehicle Purchase and Lease	☑	☐	B - For LMB use
Program Supplies	☐	☑	C - Curriculum, books, workbooks, proprietary goods needed for a community engagement event
Professional Dues/Publications/Subscriptions	☑	☐	B - Association dues, profesional publications, etc. for the LMB
Food	☑	☑	B - Snacks for youth during a community conversation event; C - Snacks at a Bridges Out of Poverty cohort for community members
TOTAL Budget for Board Support	$0	$0	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Admin):			
County/City Direct Revenue (Cash)	■		
County/City In-Kind	■		
Fee for Service	■		
Other (Enter Source Here)	■		
Other (Enter Source Here)	■		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		$0	
CPA/Children's Cabinet FUNDING REQUEST	$0		
TOTAL Revenue-Children's Cabinet + Other Sources Used to Support CPA			

Notes

*A check for Board Administration and/or Community Support means that generally, expenses on these line items would be appropriate for that budget. The Office is open to considering exceptions and waivers as needed.

For both B and C, some expenses may be included on one or more lines. For example - a copier may be listed on the Office Equipment or Priting line.